

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Deputy Administrator of Voc Rehab	CLASSIFICATION CODE: 02844600
	SALARY RANGE: A35 \$58249-66040	REFERENCE POSITION NO.: 1237-10000-52
	Department or Agency Name Human Services	APPLICATION PERIOD: 1/23/06 - 1/27/06
	Division/Section/Unit Mgmt. Svs, Rehab Svs/SBVI	Grace Period ends 2/1/06
	Assignment(s) / Comments PLEASE APPLY BE RESUME ONLY	
	Shift and Days: Monday-Friday 8:30-4:00 NS	Job Location: 40 Fountain St., Providence
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIASSE Local 580	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	This position's principal responsibility is to administer the day to day operations of Services for the Blind & Visually Impaired [SBVI] Unit with the Office of Rehabilitation Services. SBVI is responsible for a number of State and Federal Programs [Vocational Rehabilitation, Social Services, Independent Living, NEWSLINE, Vision Screening and the Business Enterprises Program] designed to serve the needs of persons who are blind or visually impaired on a statewide basis. Responsibilities include leadership and supervision; contract management, program planning and evaluation, preparation of State Plans, working with Advisory Councils, budget preparation, information technology oversight and direction. And other related duties to assure compliance with Federal and State Laws and Regulations.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education/Experience: Graduation from a college of recognized standing, and possession of a Master's degree in Rehabilitation, Vocational Education, Social Work, or Public Administration ; and employment in an responsible administrative and supervisory position in a private or public social agency engaged in providing rehabilitation services; or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail or faxed.	
	SEND RESUME or CS-14 Application to:	
	Ann DeBonis	Telephone #: 462-2481
	Department of Human Services	Fax #: 462-2041
	600 New London Ave.	TTY/TDD #: 462-3363
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER